



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
Agency HR Services

100 N. Stewart Street, Suite 230 | Carson City, NV 89701
Phone: (775) 684-0201 | Fax: (775) 687-1150 | <http://dop.nv.gov>

Hiring Process utilizing the Request to Fill/Appoint a Candidate Form (RTF)

- Hiring Manager/Primary Contact/Designated Representative completes section A on the RTF (by clicking on the box for drop down menus).
- Submit RTF to Agency HR Services (AHRs) at agencyhr@admin.nv.gov with the following attached (preferably via email):
 - Essential Functions
- If there are **no** layoffs, either an existing list or recruitment will be initiated.
- If there **are** layoffs, an email will be sent notifying the Hiring Manager to contact the layoff(s) in seniority order for appointment.
 - If the layoff/s declines the position, the Hiring Manager will complete the list in NEATS/or hard copy and submit to AHRs via email.
 - Agency HR Services will then send either an existing list or a recruitment will be initiated.
- If there is an existing list the Hiring Manager will contact the top five candidates off a ranked list, or attempt to contact at least five candidates from an unranked list.
 - **Ranked list** – appointments must be made from ranks of five highest scores. An attempt must be made to contact all candidates in all of the five highest ranks. If there is no one available in a particular rank, the hiring authority may include the next lower rank. If two vacancies are to be filled from the same list, applicants in the top six ranks shall be contacted. For each additional vacancy, an additional rank shall be considered. If all applicants in a given rank decline an interview or fail to respond within the timeframes specified in NAC 284.373, you may proceed to the next rank.
 - **Unranked list** – appointments must be made by attempting to communicate with five or more eligible persons deemed most qualified by the agency or with all eligible persons if there are five or less.
- Once the recruitment is complete or list received, arrange and conduct interviews. The interview panel should be not less than two persons.

- All interviewees are to be asked the same interview questions and are to sign the essential functions, and complete three reference forms (form attached).
 - Federal law prohibits any form of discrimination in the hiring process.
- After the selected candidate is chosen, the hiring manager will contact the three employment references. If the candidate is a current state employee, the hiring manager should send an email request agencyhr@admin.nv.gov to generate an employee jacket review from Agency HR Services personnel.
- Once satisfactory references and/or employee jacket review is received the Hiring Manager will complete section B of the RTF and send to Agency HR Services, with the proposed candidate information.
- Submit the following to Agency HR Services:
 - RTF – Section B completed
 - Appointee application and any attachments
 - Essential Functions signed by appointee
 - NPD-04 Request to Accelerate Salary form and back-up (if applicable)
- Hiring Manager can now make a job offer, and submit the following to AHRS:
 - RTF – Section C completed
 - Completed list – coded and signed
- Hiring Manager is to send out an offer letter to the selected candidate and within five days send letters of regret or contact the candidates not chosen. Samples of these letters are available at <http://dop.nv.gov/forms.html#EMPLOYEE>
 - All new hires or transfers should always have a Monday start date (or Tuesday, if Monday is a holiday).
 - Any conditional requirements such as pre-employment drug screening or finger printing should be according to agency policy.
- After documents are received the supervisor will be notified of the time of the new hire/transfer orientation. The supervisor is also responsible for informing the employee to bring appropriate documentation on the day of orientation with AHRS.